

# Managing the Manager's RBST On-Line Account

1. Go to <http://lincoln.ne.gov> and search the keyword "alcohol" then click on the "Food and Beverage Server Training" button.

Or

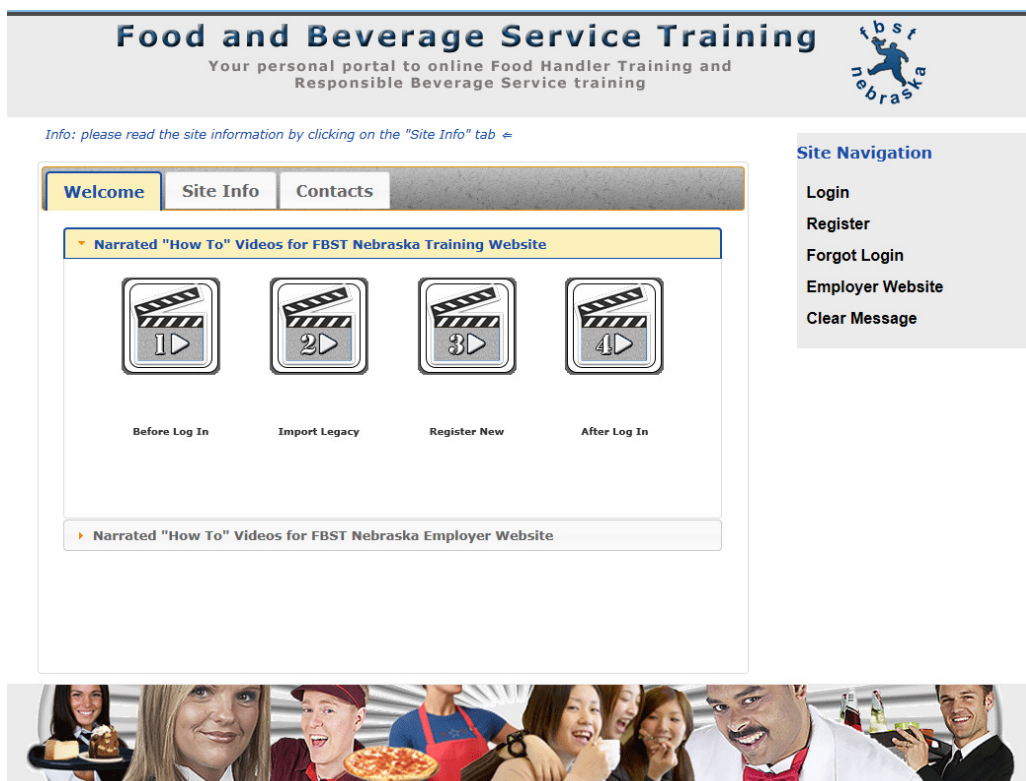
Go to <http://fbstnebraska.unl.edu/>

*All establishment and manager actions will begin with this home web page. It is a good idea to bookmark it for easy reference.*

2. In the site navigation section, select ***Employer Website***.

From this site you can add employees to your list, delete employees from the list, print your list of employees, or create and edit establishment policies.

Start here:

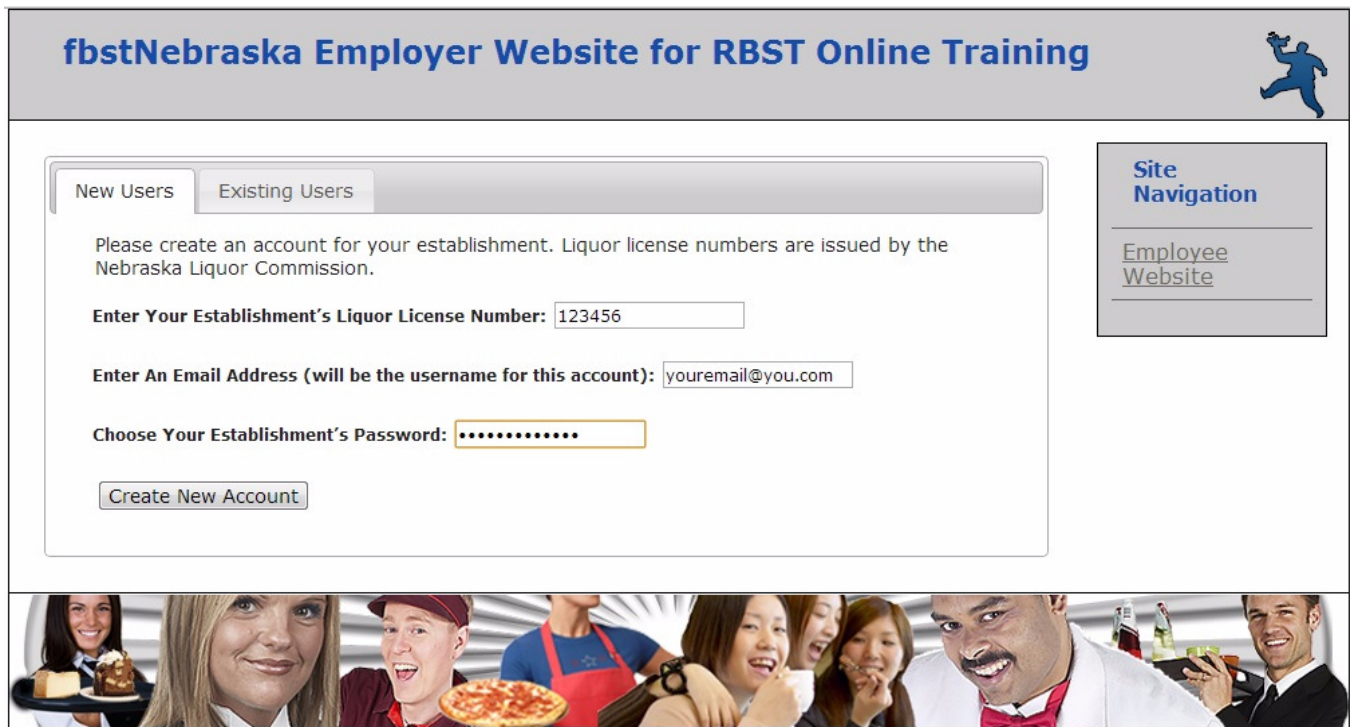


Select *Employer Website*.

If you do not have an account, you will need to create one. If you do have an account, you can access it and monitor and update your establishment's information and employee lists.

## CREATE NEW ACCOUNT

If you do not have an account, after you have selected Employer Website you will see this page:



**fbstNebraska Employer Website for RBST Online Training**

[New Users](#) [Existing Users](#)

Please create an account for your establishment. Liquor license numbers are issued by the Nebraska Liquor Commission.

Enter Your Establishment's Liquor License Number: 123456

Enter An Email Address (will be the username for this account): youremail@you.com

Choose Your Establishment's Password: .....

[Create New Account](#)

**Site Navigation**

[Employee Website](#)

Click on the *New Users* tab.

Enter your establishment's liquor license number issued by Nebraska Liquor Commission (enter numbers only).

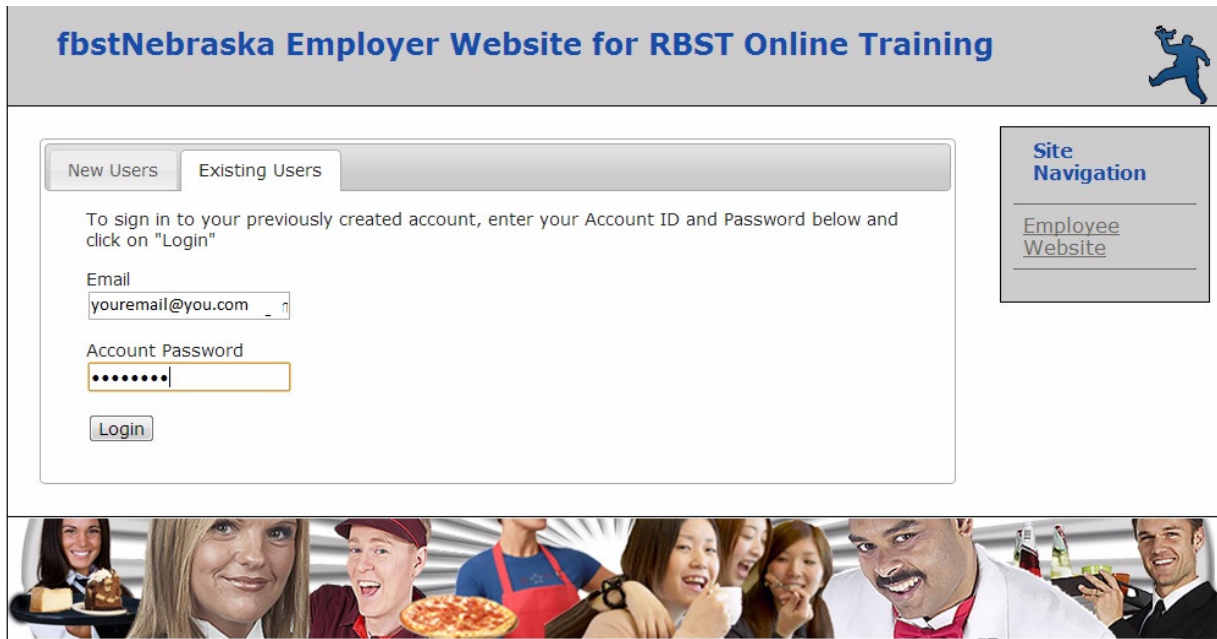
Enter an email address for your establishment account.

Create and enter a password for your establishment account.

Click on the *Create Account* button.

## LOGIN TO EXISTING ACCOUNT

If you have an existing account, click on the *Existing Users* tab.



The screenshot shows the login interface for the 'fbstNebraska Employer Website for RBST Online Training'. At the top, there is a header bar with the website title and a logo of a running person. Below the header, there are two tabs: 'New Users' and 'Existing Users', with 'Existing Users' being the active tab. The main content area contains a login form with the following elements:

- A message: 'To sign in to your previously created account, enter your Account ID and Password below and click on "Login"'
- An 'Email' input field with the placeholder text 'youremail@you.com'.
- An 'Account Password' input field with a masked password '.....'.
- A 'Login' button.

On the right side of the login form, there is a 'Site Navigation' box with a link to the 'Employee Website'.

At the bottom of the page, there is a horizontal banner image showing a collage of diverse people, including a woman with a cake, a man with a pizza, and a group of people smiling.

Enter the email address and password for establishment account.

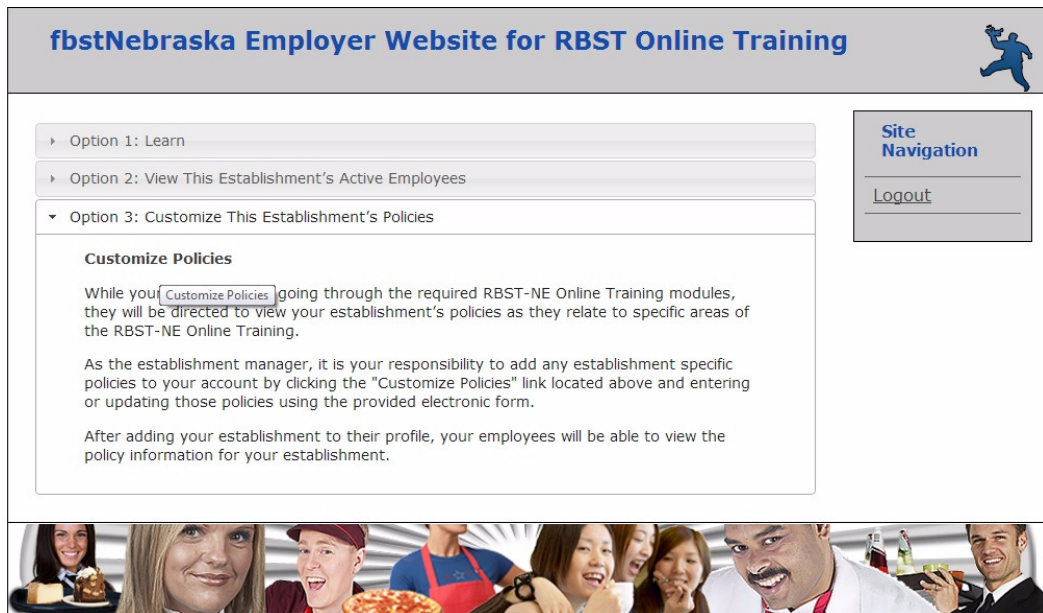
Click on the *Login* button.

After you have created a new account or accessed an existing account, you will be able to create or edit establishment policies or view, add, or delete employee names for your roster.

Directions for creating and editing policies begin on the next page.

## CREATE OR EDIT ESTABLISHMENT POLICIES

After you have created your new account, or logged into your existing account, you will see a page with three options: *Learn*, *View This Establishment's Active Employees*, and *Customize this Establishment's Policies*.

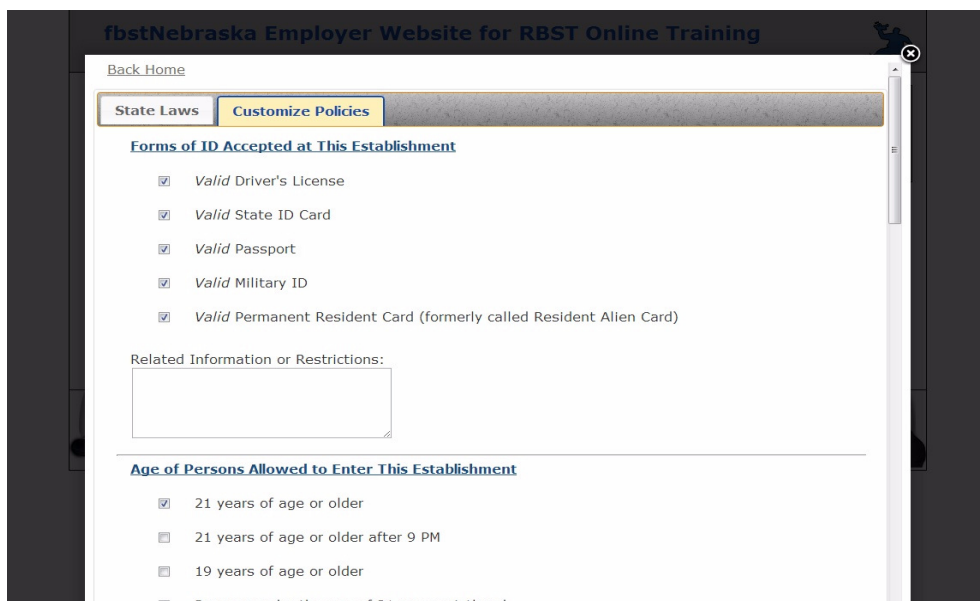


Click on *Option 3: Customize This Establishment's Policies* to expand the menu.

Click on *Customize Policies*.

Click on the *Customize Policies* tab on the popup window.

Add or edit policies by selecting the check boxes next to the appropriate items.



In the box, type in any necessary *Related Information or Restrictions*.

Click the *Edit Policies* button at the bottom of the popup window.

## VIEW, ADD, REMOVE, OR PRINT EMPLOYEE NAMES

From the page with the three options, click on *Option 2:View Employees* to expand menu if it is not already expanded.

Click on *View Employees*.

fbstNebraska Employer Website for RBST Online Training

Option 1: Learn

Option 2: View This Establishment's Active Employees

Option 3: Customize This Establishment's Policies

Site Navigation

Logout

View Employees

Things to know:

- Employees can inactivate their business relationship with this establishment causing them to be removed from this establishment's list of active employees
- Managers can remove employees from this establishment's list of active employees.
- Once inactivated or removed, employee business relationship records cannot be changed from inactive to active.
- Employee business relationships can be re-added as necessary and without limitation.
- This establishment's list of active employees can be viewed by clicking the "View Employees" link located above.

View your employee records in the popup window.

fbstNebraska Employer Website for RBST Online Training

Employee List for DUFFYS TAVERN

[Click to print employee list](#)
[Back to your Manager Dashboard](#)

Enter employee email:

First	Middle	Last	Email	RBS	Certificate #	Expires	CIT	Permit #	Expires	Remove
scott	salem	hatfield	scottsalemhatfield@gmail.com	✓	RB-0000597	01-01-2016	✓	LNK --0000224	01-01-2016	✗
tessa		peters	tess1261@yahoo.com	✓	RB-0000598	01-02-2016	✓	LNK --0000225	01-02-2016	✗
jeremy	wayne	wardaw	jvwwardaw@gmail.com	✓	RB-0000605	01-02-2016	✓	LNK --0000226	01-02-2016	✗
Holly		Blume	hollyblume@hotmail.com	✓	RB-0000617	01-02-2016	✓	LNK --0000237	01-02-2016	✗
audrey	lynn	farnham	seekeroftheaggrocrag@gmail.com	✓	RB-0000630	01-03-2016	✓	LNK --0000244	01-03-2016	✗
Jordan	Blue	Elfers	jelfers@gmail.com	✓	RB-0000684	01-08-2016	✓	LNK --0000275	01-08-2016	✗
anna		kubick	annag913@gmail.com	✓	RB-0000606	01-02-2016	✓	LNK --0000226	01-02-2016	✗
Benjamin	Joseph	Saltros	bensaltros@hotmail.com	✓	RB-0000621	01-03-2016	✓	LNK --0000239	01-03-2016	✗
lara		cox	laramaric@gmail.com	✓	RB-0000689	01-09-2016	✓	LNK --0000276	01-09-2016	✗

**Add an Employee's Name**

Add employees by typing the employee's email address in box next to title *Enter Employee Email*. This email address is the email address the employee used when registering their *fbstNebraska* account.

Click on the *Add Relationship* button.

**Remove an Employee's Name**

Remove an employee's name from your employee list by clicking the red circle icon in last column titled *Remove*.

Click *OK* when you are prompted with "Are you sure you want to remove employee" dialog box.

**Print Your Employee List**

Click on the *Click to print employee list* link located in upper left had corner of Employee List popup window.